General Ledger (GL): *Agency Month-end processing*

Agency Month-end processing is important to SMART General Ledger as it allows SMART reports to display the correct monetary amounts. Also, month-end processing will ensure that the appropriation and cash budgets are impacted correctly.

1.	Ensure all journals have been edited, budget checked, and posted.
	    1. From the Main Menu, navigate to: **General ledger> Journals> Journal Entry> Create/Update Journal Entries> Find an Existing Value tab**
	    2. In the Search Criteria, enter:
	        ▪ **Business Unit:** [Your agency BU]
	        ▪ **Line Business Unit:** [Your agency BU]
	        ▪ **Journal Header Status :** Not equal to *"Posted"*
	        ▪ **Source**: *"SPJ, EXT, or ONL"* (**NOTE:** Searching for each individual source will make it easier to look through all the journals.)
	        ▪ **Journal Date**: <= [last day of the month]
	        ▪ Click the **Search** button.
	    3. All journals not yet posted will appear under the Search Results.
	    4. Review journals in error and make appropriate corrections.
	    5. Check the Approval Tab and determine if approval(s) are still needed. Contact agency staff as needed to expedite approvals.
	    6. All journals must be <u>posted</u> or <u>deleted</u> prior to Month End Close.
	    7. DO NOT delete GL Journals that impact Commitment Control Ledger Groups including GL Journal Encumbrances. The Journal ID for Encumbrances will begin with "ST" and the Ledger Group is equal to CC_APPROP.

2.	Run the following queries to review/find GL Journal Edit and Budget Check errors.
	    1. Navigate to: **Reporting Tools> Query> Query Viewer**.
	    2. Search by Query Name.
	        ▪ **KS_GL_JOURNALS_ERRORS** – GL journals with edit errors
	        ▪ **KS_GL_JOURNALS_BUDGET_ERROR** – GL journals with budget checking errors

3.	Verify that reports provide expected results/amounts.
	    1. From the Main Menu, navigate to: **Reporting Tools > Report Manager > Administration tab**
	    2. Reports distributed to the user will be available for viewing

4.	Search for and correct Budget Check exceptions.
	    1. From the Main Menu, Navigate to: **Commitment Control>Review Budget Check Exceptions**
	    2. Click on the links for each transaction type and search for and correct transactions in budget check error.
	    3. Review the Budget Check Exceptions Job aid for Details.
	    http://www.da.ks.gov/smart/Training/JobAid_ReviewBudgetChkExcptns_20100816.doc

5.	Review sub-module Month-End checklists and clean up all outstanding sub-module transactions. • Asset Management • Accounts Payable • Accounts Receivable • Purchasing